

July 2018

PATRON GUIDE

KENTUCKY TALKING BOOK LIBRARY



**KENTUCKY TALKING
BOOK LIBRARY**

Kentucky Talking Book Library 1-800-372-2968

WELCOME to the Kentucky Talking Book Library. We look forward to providing you with books to read. We want you to enjoy our service and we encourage you to contact us by mail, telephone, or email anytime you have requests, questions or problems. Please keep this *Patron Guide* for future reference.

CONTACT INFORMATION

Kentucky Talking Book Library

PO Box 537

Frankfort, KY 40602-0537

Toll-free: 1-800-372-2968

Local: (502)-564-5791

Hours: Monday—Friday

8:00 a.m. — 4:00 p.m. Eastern Time

STAFF—

Barbara Penegor—Branch Manager barbara.penegor@ky.gov

Susan McGinnis—Librarian for last names C-I, susan.mcginis@ky.gov

Janet Chisman—Librarian for last names B, J-Q, janet.chisman@ky.gov

Tracey Mania—Librarian for last names A, R-Z, tracey.mania@ky.gov

Devon Stivers—Administrative Assistant, devon.stivers@ky.gov

Michael Gilbert—Machine Lending Officer/Duplication

Gary Harmon—Circulation

Brian Bertucci—Studio Manager

LOOK FOR KTBL UPDATES ON FACEBOOK! Become a fan at:

www.facebook.com/kdla.ktbl

FOLLOW KTBL ON TWITTER! Our handle is [@KyTBL](https://twitter.com/KyTBL).

WATCH OUR YOUTUBE VIDEO! Visit:

www.youtube.com/user/KyTalkingBookLibrary

NOTE: The Kentucky Talking Book Library is part of the National Library Service for the Blind and Physically Handicapped (NLS), which is a branch of the Library of Congress. You may receive some Talking Book materials referring to NLS or the Library of Congress, but you should contact the Kentucky Talking Book Library about your service.

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BORROWER RESPONSIBILITIES FOR INDIVIDUALS

As a patron of the Kentucky Talking Book Library, you have the following responsibilities:

- Books are on loan for 30 days, and must be returned to the Kentucky Talking Book Library within that time.
- You must request and return at least 1 book every 6 months in order to remain an active patron.
- All equipment is the property of the Library of Congress. You must take reasonable care of it and you must return it to the Kentucky Talking Book Library if you are no longer actively using the Talking Book program.
- Notify the Kentucky Talking Book Library anytime your name, address, or telephone number changes.
- Do not lend or give Talking Book equipment or reading materials to any other person.

BORROWER RESPONSIBILITIES FOR INSTITUTIONS

As an institution providing Talking Book Library service to your residents/clients/students, you will have the following responsibilities:

- You will be responsible for keeping track of reading materials that are checked out to your institution, regardless of which individuals are using them. (Heavy users are encouraged to apply for an individual account in his/her name.)
- Books are on loan for 30 days, and must be returned to the Kentucky Talking Book Library within that time.
- You must keep a record of the serial numbers of all machines and accessories on loan to your institution.

- All equipment is the property of the Library of Congress. You must take reasonable care of it, and must return it to the Kentucky Talking Book Library if you are no longer actively using the Talking Book program.
- Materials must not leave your institution. You must recover all Talking Book Library reading materials and equipment before a resident/client/student leaves your institution, or upon his/her death.
- Do not lend or give Talking Book equipment or reading materials to any person who does not meet eligibility requirements. Materials are not transferrable from one individual account to another.
- Your institution and its staff are responsible for maintaining Talking Book Library materials, despite staff turnover or other changes.
- Notify the Kentucky Talking Book Library anytime your institution's name, mailing address, or telephone number changes.

CONTACT US TO...

- Request books
- Ask a question or report a problem with your service
- Change your address, telephone number, or name
 - An address change may be temporary or permanent
 - We can transfer your service if you move out of state
- Hold your service temporarily for up to 6 months
- Cancel your service
- Get help downloading books from the BARD website
- Change the types of books that are sent to you
- Increase or decrease the number of books you receive
- Add or cancel magazine subscriptions
- Change the format of catalogs or newsletters you receive
- Request an application for a friend or family member

WHAT IS AVAILABLE?

Digital Talking Books—on flash memory cartridge were introduced in 2009.

BARD downloadable books and magazines—get books 24/7 from the internet to play on your digital talking book player. (Learn more on page 7.)

Kentucky Books—books about KY or by KY authors; available on digital cartridge or by download.

Braille or digital magazines—free subscriptions are available to over 75 magazines.

Braille books—over 7,000 titles available for all ages. Braille books are also available for download.

Print/Braille books—children's picture books with Braille, allowing both sighted and Braille readers to read together.

NFB Newsline—a newspaper-reading service accessed by telephone or internet; includes 10 Kentucky newspapers.

NLS Music Service—offers large note and Braille music scores and audio books on music instruction; materials provided by NLS in Washington DC.

HOW DO I SELECT BOOKS?

To request a book, call our toll-free telephone number, email us, or mail a list to us. Any books you order will be added to your personal request list where they will automatically be sent to you on a regular basis according to your individual circulation pattern. Most popular books have waiting lists; select plenty of choices to ensure that something will be available.

Specific requests—may be requested by book number, title, author or subject.

Catalogs-- You may receive a subscription to *Talking Book Topics* (for audio books) in large print or on digital cartridge, or *Braille Book Review* (for Braille and audio books) in Braille or in large print. Both describe the newest books in our collection and include order forms.

Talking Book Topics is also available online at <http://www.loc.gov/nls/tbt/index.html>
Braille Book Review is also available online at <http://www.loc.gov/nls/bbr/index.html>

Online—you may search the comprehensive NLS online catalog at <http://nlscatalog.loc.gov/>

Download—you may search for and download talking books from the NLS BARD website at: <https://nlsbard.loc.gov/KY1A>

Librarian--your librarian will automatically select books for you if you run low on your own requests. She can also help you find a particular book or suggest books or authors you might like. Let her know if you do not want her to pick any books for you.

Don't forget to put your **name and address** on request lists sent through the mail.

HOW DO I RETURN BOOKS?

Return books within 30 days—or as soon as you finish each one. Call KTBL if special circumstances prevent you from returning books on time.

Put the cartridge in its container—make sure to put it back in the same container it arrived in. Hint: open one container at a time and leave it open while you listen to the cartridge. Then you'll know to return it to the open container when you are finished.

Remove the folded mail card—so KTBL's address sticker shows. NOTE: you may occasionally receive books with a single-page mail card, instead of a folded one. In this case, you must turn the mail card over and reinsert it so the return address shows.

No postage is required—simply place in a mailbox or give to your carrier.

Do not include notes or book requests inside the container—it voids the Free Matter postage.

WANT TO DOWNLOAD BOOKS?

Your digital talking book machine will play digital books downloaded from the NLS BARD website. (BARD stands for Braille and Audio Reading Download.) Read the books you want, when you want them; no waiting for your turn or for books to come in the mail. Over 50,000 books and 40 magazines are available for download 24/7 with more added every week.

You will need:

- A computer with high-speed Internet connection
- An email address
- Moderate computer knowledge, including how to search the Internet and fill out online forms, how to download, and save files, and how to transfer files from one place to another.
- A blank NLS cartridge and cable. Contact KTBL for a list of vendors.
 - You may also use a USB flash drive (also called thumb drive or jump drive), but some models may not work. Your flash drive will plug into a USB port on the right side of the machine. Use your fingernail or a small screwdriver to pry off the small plastic cover next to the headphone jack.

To apply for BARD:

- Go to this website and fill out the online application
<https://nlsbard.loc.gov/KY1A/ApplicationInstructions.html>
- You will receive an email with a temporary password
- You will receive another email with some basic BARD instructions
- Call or email KTBL if you have any questions about downloading books.

BARD app:

- Download the free BARD Mobile iOS app from the Apple app store, or Download the free BARD Mobile Android app from Google Play. Both allow you to download and play books on your smartphone or tablet.

WHAT DO I DO IF I HAVE A PROBLEM WITH MY DIGITAL PLAYER?

Keep the box in case you have to return the machine.

Charge the battery by plugging the machine into an electrical outlet for 2-4 hours. Make sure the outlet is in good working order and does not have to be turned on at a switch.

Reset the player by pressing and holding the red POWER button for 7-10 seconds, until it beeps.

Call KTBL if charging the battery or resetting the player does not fix the problem. Return the defective player and we will replace it. The original box is already marked "Free Matter for the Blind" and has a mail card you can turn over to show our address. Because of its size, you will need to take it to your post office to mail.

FUNDING FOR THE KENTUCKY TALKING BOOK LIBRARY

KTBL depends on patron donations to fund a variety of needs, including Kentucky books to record for our collection, blank cartridges and containers for duplicating books, outreach materials, and specialty equipment such as mail card printers. To make a tax-deductible donation to the Kentucky Talking Book Library, please send a check or money-order to:

Kentucky Talking Book Library
PO Box 537
Frankfort, KY 40602

Your support is greatly appreciated.



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